

NBS End User Training: Receivables Transaction

Student Guide

Table of Contents

NIH Receivables Transaction User: Course Overview	1-1
NIH Receivables Transactions User: Course Overview	1-2
Course Objectives.....	1-3
Agenda.....	1-4
Training Guidelines	1-5
Accessing Oracle via the NIH Portal	1-6
Logging in to the NIH Portal	1-7
Adding a Community to your NIH Portal View	1-8
Questions	1-9
How to Use the Manual	2-1
How to Use the Manual	2-2
Accounts Receivable Overview	3-1
Track 2 Accounts Receivable Overview	3-2
Lesson Objectives.....	3-3
Accounts Receivable Functionality	3-4
Sponsored In-Cash Travel Activities	3-5
Customer Table	3-6
Sponsored Travel Invoices	3-7
Sponsored Travel Payments	3-8
Accounts Receivable Information Flow	3-9
Lesson Summary	3-10
Sponsored Travel Transactions.....	4-1
Sponsored Travel Transactions.....	4-2
Lesson Objectives.....	4-3
Viewing Sponsored Travel Invoices.....	4-4
Sponsor Travel Invoice Import Process.....	4-5
Viewing Sponsored Travel Invoices.....	4-6
Search Results Displayed on Transaction Summary Screen.....	4-7
Sponsored Travel Invoices	4-8
Transaction Lines	4-9
Transaction Balances.....	4-10
Transaction Distributions	4-11
Finding and Viewing Transactions.....	4-12
Practice Lab	4-19
Processing Sponsored Travel Invoice Adjustments.....	4-20
Option 3: Oracle Extension	4-21
Determining the corrective action	4-22
AR Adjustment Scenarios	4-23
AR Adjustment Scenarios (cont.).....	4-24
AR Adjustment Scenarios	4-25
Inform IC of Adjustments.....	4-26
Entering an Adjustment to an AR Invoice.....	4-27
Entering an AR Invoice Adjustment.....	4-28
Viewing Adjustments in the Balances Window	4-35
Practice Lab	4-36
Refunding Payments to Sponsors	4-37
Entering a Debit Memo	4-38
Entering a Debit Memo	4-39
Practice Lab	4-44
AR Transactions Reports.....	4-45
Accounts Receivable Reports	4-46

Transaction Detail Report.....	4-47
Adjustment Register	4-49
Billing and Receipt History Report	4-51
Account Status Report	4-53
Aged Trial Balance – 4 Buckets Report	4-55
Practice Lab	4-57
Lesson Summary	4-58
Important Information.....	5-1
Important Information	5-2
Initial Oracle Set Up Required	5-3
NBS Travel Support Resources	5-4
Contacting NBS Customer Support.....	5-5
Evaluation.....	5-6
Good Luck	5-7

NIH Receivables Transaction User: Course Overview

Chapter 1

NIH Receivables Transactions User: Course Overview



NIH Receivables Transactions User: Course Overview

Track 2 End User Training

Course Objectives



Course Objectives

- Overview of the NBS
- Accounts Receivable Overview
- Sponsored Travel Transactions
- Important Dates

Agenda



Agenda

- 8:30 – 9:00: Course Overview
- 9:00 – 3:00: Sponsored Travel Transactions
- 3:00 – 3:30: Wrap-up



Training Guidelines



Training Guidelines


1. Ask Questions
2. Cheating is encouraged
3. Don't let me get ahead
4. Have fun!

Accessing Oracle via the NIH Portal

**nbrss**
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Accessing Oracle via the NIH Portal

- Oracle is a web-based application available via the NIH Portal
- NIH Portal website: <http://my.nih.gov>
 - To Log on use your:
 - NIH Domain
 - User Name
 - Password
 - For assistance, contact NIH Help Desk at 6-HELP (301.496.4357).
- Add the Budget & Finance Community, which is the page where the Oracle application resides



NBRSS Application Launcher
NBS Finance
▶ [Production](#)
General Ledger, Fed Admin, Projects

Page 4

Logging in to the NIH Portal

The screenshot shows the NIH Login page. At the top left is the nbrss logo (National Institutes of Health Business & Research Support System). The title "Logging in to the NIH Portal" is in a blue header. The main content area has a "NIH Login" heading. Below it, a red oval highlights the login form: "1 Select your domain: NIH" (with a dropdown arrow and a link "Which domain should I select?"), "2 User name: paulsa", "Password: [masked]", and a "Log in" button. Below the form is a "Warning Notice" about U.S. Government computer system access. At the bottom, there is contact information for questions and logos for CIT, the National Institutes of Health, and the Department of Health and Human Services. A red bar at the bottom right contains the text "Page 5".

Follow steps below to access the NBS Travel System application from the NIH Portal.

- Launch Internet Explorer. In the browser, navigate to the NIH Portal at <http://my.nih.gov>. (Note: If you need Internet Explorer installed on your computer, please contact the NIH Help Desk at 6-HELP (301-496-4357))
- Sign in to the NIH Portal according to the steps listed below, using the account information you currently use to log on to Windows at your workstation.
 - Select your **domain** from the pull-down menu. (Hint: Use the "Which domain should I select?" link for assistance.)
 - Enter your **User name**.
 - Enter your **Password**.
 - Click the **Log in** button.

For Portal account and password assistance, contact the NIH Help Desk at 6-HELP (301-496-4357).

Adding a Community to your NIH Portal View

The screenshot displays the NIH Portal interface with the following elements and numbered steps:

- Step 1:** Click on the "Communities" tab in the top navigation bar.
- Step 2:** Click on "Edit Your Memberships" in the left sidebar.
- Step 3:** Check the checkbox next to "NBRSS Budget/Finance" in the "Browse for Communities" list.
- Step 4:** Click the "ADD TO MY MEMBERSHIPS >>" button for the selected community.
- Step 5:** Click the "Finish" button in the top right corner of the main content area.



































































































































































































































































The interface also shows a "Your Community Memberships" section on the right, listing the default community as "NBRSS Travel Users".






































































































































































































What is a Portal Community and how do I subscribe to a Portal Community?

Portal Communities provide content, documents and application access to users who have a common area of interest. Once you subscribe to a community, it will appear in the list on your Communities tab every time you visit the NIH portal. Follow the steps below to subscribe to a community.

- Click on the “**Communities**” tab and select “**Edit Your Memberships**”.
- **Locate a community** of interest either by clicking a folder to browse for communities or by entering a key word in the Search field and clicking "Go" to look for a specific community.
- Once you locate a community of interest, **select it** by clicking in the box next to the community name.
- Click “**Add to my Memberships**”. (You may need to select your default community.)
- Click “**Finish**”. The subscribed community will now appear in the list on your “Communities” Tab every time you access the portal.

Questions

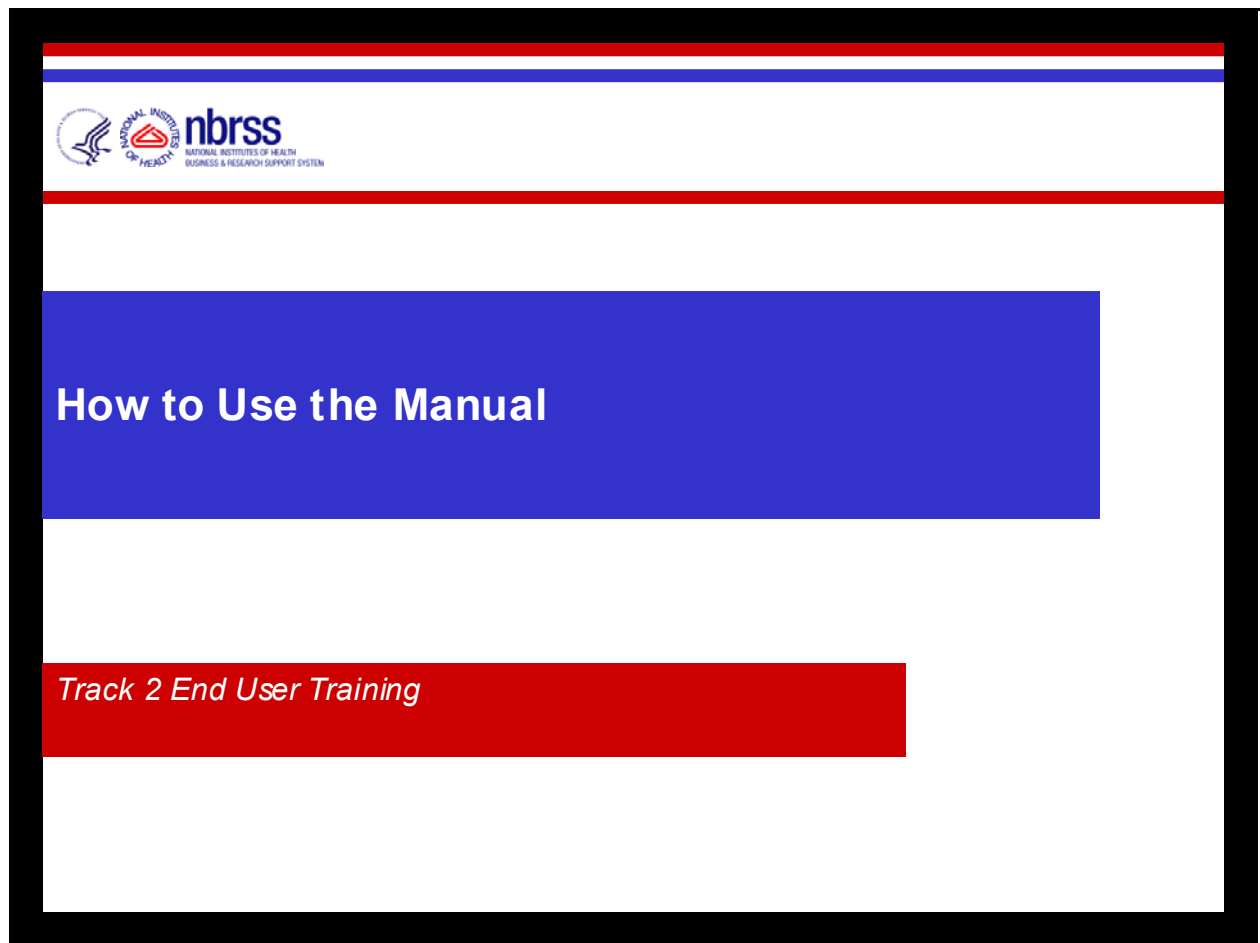



































































































































































































































































How to Use the Manual

Chapter 2

How to Use the Manual



How to Use the Manual




How to Use the Manual

- Each Student Guide contains a Table of Contents

Table of Contents


NIH Receivables Customer Entry: Course Overview	1-1
NIH Receivables Customer Entry: Course Overview	1-2
Course Objectives	1-3
Agenda	1-4
Training Guidelines	1-5
How to Use the Manual	1-6
Accessing Oracle via the NIH Portal	1-16
Logging in to the NIH Portal	1-17
Adding a Community to your NIH Portal View	1-18
Questions	1-19
NBRSS Overview	2-1
NIH Business and Research Support System (NBRSS) Overview	2-2
NIH Enterprise IT Systems Architecture	2-3
NBRSS Project Objectives	2-5
NBRSS Governance Structure	2-6
NBS – How it Works	2-8
Expected Outcomes of the NBS	2-9
Realities of the NBS	2-10
Track 1 Activities: General Ledger/Budget	2-12
Sample Track 2 Activities: Travel	2-13
Accounts Receivable Overview	3-1
Track 2 Accounts Receivable Overview	3-2
Lesson Objectives	3-3

How to Use the Manual

**How to Use the Manual**

- Each Chapter constitutes a lesson
- Each lesson has a set of objectives

Lesson Objectives

**Lesson Objectives**

After this lesson you should know how to:

- Process customer addition requests
- Process customer update requests
- Conduct routine customer table maintenance activities

Page 1

Page 2

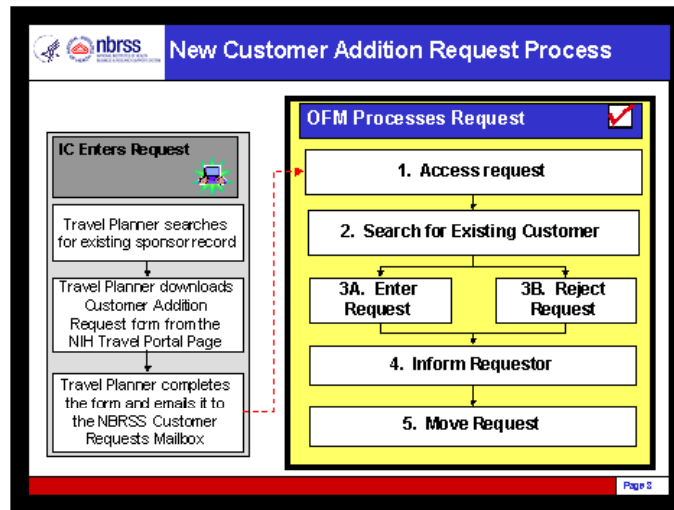
How to Use the Manual

Chapter 2 - Page 4

How to Use the Manual


- The lessons contain information on the business processes as well as step-by-step instructions on how to perform tasks in the NBS

New Customer Addition Request Process



All requests should be submitted via email. Requests will be forwarded to a central mailbox, accessed through Microsoft Outlook.

How to Use the Manual

**nibrss**
NATIONAL INSTITUTE OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

How to Use the Manual

Step-by-step instructions on how to perform tasks in the NBS are contained in “Navigation” documents.

1 →

Navigations:

1. May contain a **Purpose** or **Prior Activity** section
2. Contain a Navigation Box on the first page
3. Contain a picture of the screen that you will use to enter the data

3 →

Entering a New Customer

Purpose

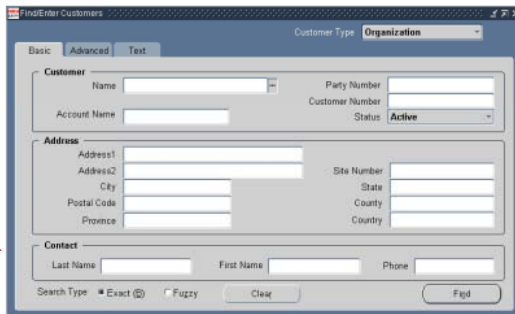
The purpose of this document is to describe how new customers are entered into NBS. If a customer already exists in NBS, but requires modification, then refer to one of the following documents:

- Entering a New Customer Contact
- Entering a New Customer Bill-To Address
- Modifying Customers

NIH Receivables Customer Entry



N > Customers > Standard

Find/Enter Customers



Page 4

How to Use the Manual

**nbrss**
NATIONAL INSTITUTE OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

How to Use the Manual


- Navigation Boxes describe how to get to the appropriate screen in Oracle to perform the task

NIH Receivables Customer Entry	←	Oracle Responsibility
N > Customers > Standard	←	Navigation Path
Find/Enter Customers	←	Screen Name

- Navigation Boxes are always followed by a screen shot of the window you will navigate to.

Page 5

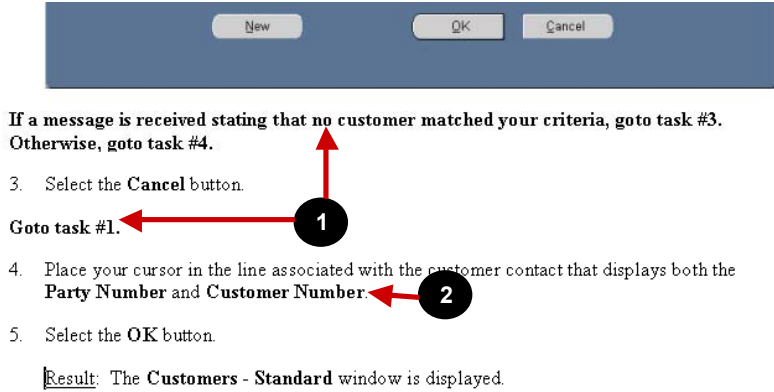
How to Use the Manual



How to Use the Manual

1. Directive statements will help you determine your next step. The statements are indicated in **Bold**

2. Words in **Bold** font indicate a field, window, or button name



If a message is received stating that no customer matched your criteria, goto task #3. Otherwise, goto task #4.

3. Select the **Cancel** button.

Goto task #1. **1**

4. Place your cursor in the line associated with the customer contact that displays both the **Party Number** and **Customer Number**. **2**

5. Select the **OK** button.

Result: The **Customers - Standard** window is displayed.

Page 6

How to Use the Manual



How to Use the Manual

The shaded fields indicate that the entry is optional or that you should accept the default values


7. Enter the city name in the **Site Name** field.
8. Enter the following address information.

Field	Description
Country	Select the appropriate country from the LOV.
Address	Enter the address line information
City	Enter the city name
State	Enter the state
Postal Code	Enter the Postal Code
Province	Enter the province abbreviation
County	Enter the county name

Example: The following is a sample completed **Supplier Sites** window.

If a field is not referenced, you should not change the default value.


How to Use the Manual

**nhrss**
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

How to Use the Manual

Notes provided after the task instruction provide useful information or helpful hints to complete the step.


13. In the **Payment Method** field, select the appropriate payment method for this supplier.

 **Note:** Once bank information is associated with a supplier, the **Payment Method** field is automatically updated to **Electronic**.

14. Save the record.

Page 8

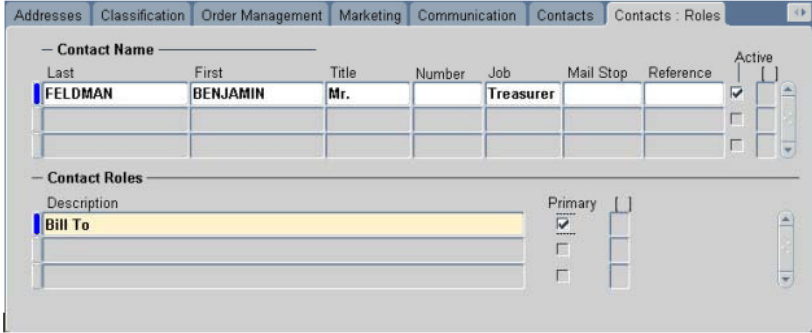
How to Use the Manual

**nhrss**
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

How to Use the Manual

The end of the task will be indicated by **End of Activity.**

Example: Below is a sample completed **Contacts: Roles** region tab.



15. Save your work.


End of activity.

Page 9

How to Use the Manual

Chapter 2 - Page 11


How to Use the Manual



How to Use the Manual

Each lesson concludes with a Lesson Summary

Lesson Summary



Lesson Summary

In this lesson you learned how to:

- Process customer addition requests
- Process customer update requests
- Conduct routine customer table maintenance activities

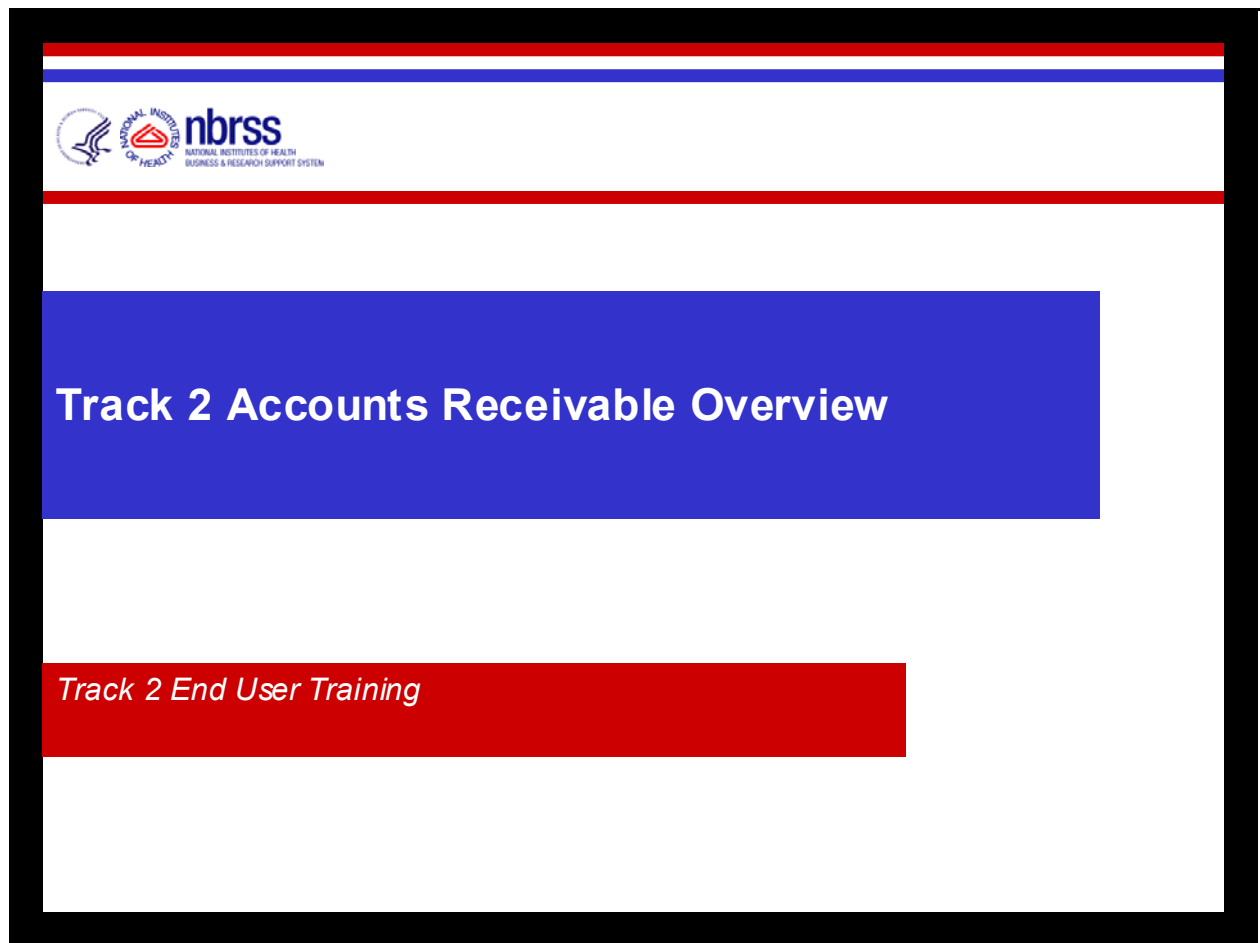
Page 26

Page 10


Accounts Receivable Overview

Chapter 3

Track 2 Accounts Receivable Overview



The slide features a header with the Nabrss logo and text. The main title is displayed in a large blue box, and the subtitle is in a red box below it.

 **nabrss**
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Track 2 Accounts Receivable Overview

Track 2 End User Training

Lesson Objectives



Lesson Objectives

After this lesson you will know:

- What Accounts Receivable functionality is being used in Track 2
- The Accounts Receivable activities related to Sponsored Travel

Accounts Receivable Functionality



Accounts Receivable Functionality

Track 2 Accounts Receivable Activity is limited to Travel-related Transactions

Sponsored In-Cash Travel

- Sponsor information is held in customer table
- Sponsor in-cash invoices are created in AR upon approval of travel voucher in NBS Travel System
- Sponsor payments are entered and applied to outstanding invoices

Sponsored In-Cash Travel Activities



Sponsored In-Cash Travel Activities

➤ Customer Table Maintenance

- Sponsor information is held in the customer table
- Sponsor information must be entered into Accounts Receivable before being referenced on a travel document in the NBS Travel System


➤ Invoices for Sponsor in-cash expenses

- Invoices are generated upon approval of travel vouchers in NBS Travel System
- Invoices flow into AR automatically on a nightly basis
- Actual bills to sponsors will continue to be generated manually outside the NBS system

➤ Sponsored Travel Payments

- Sponsor payments are entered and applied to outstanding invoices
- The Cashiers will do the initial entry
- The General Ledger Branch is responsible for applying receipts to outstanding invoices

Customer Table



Customer Table

➤ Below is an example of a record in the Customer Table

Customers - Standard

Customer Type: **Organization** ☒ Active

Organization Number: **39223**

Name: **PEW CHARITABLE TRUSTS**

Customer Number: **1103**

Alternate Name:

Tax Registration Num:

Account Name:

Taxpayer ID:

Addresses

Classification

Order Management

Marketing

Communication

Contacts

Contacts : Roles

Address

☐ Show Only Active Addresses

☒ 3333 CALIFORNIA ST, SUITE 410, SAN FRANCISCO, CA, 94118, United States

Duplicate Check

Party Relationships

New

Open

Page 4

Customer Table Maintenance

- Sponsor information is held in customer table
- Sponsor information must be entered into Accounts Receivable before being referenced on a travel document in the NBS Travel System
- Requests for new sponsors or updates to existing sponsors are handled through the submission of the Customer Request form to the NBRSS Customer Requests mailbox
- Customer table contains the sponsors name, address, and contact and billing information

Sponsored Travel Invoices

Travel Voucher Number

Customer

Transactions (NIH-OU) - PEW CHARITABLE TRUSTS, TR108V-1

Number: TR108V-1 Date: 02-JUL-2003 ☒ Complete

Reference: TR108 Currency: USD Transaction: TRAV

Source: SPONSORED TRAVEL Class: Invoice

Type: Sponsored Travel Inv GL Date: 02-JUL-2003

Main More Remit To, Sales Paying Customer Notes Commitment Credit

Ship To

Name

Number

Location

Address

Contact

Terms: 30 NET Commitment

Due Date: 01-AUG-2003 Agent

Bill To

PEW CHARITABLE TRUSTS

1132

BILL_TO 233

3333 CALIFORNIA ST

SUITE 410

SAN FRANCISCO, CA 94118 United States

Tag Distributions Sales Credits Balances

Incomplete Freight Credit Installments Line Items

Page 5

- Invoices are generated upon approval of travel vouchers in NBS Travel System
- Invoices flow into AR automatically on a nightly basis
- Actual bills to sponsors will continue to be generated manually outside the NBS system
- The **Transaction Number** in Accounts Receivable will be equal to the Travel Voucher number in the NBS Travel System
- The **Source** will always be **Sponsored Travel**
- The **Bill To** block displays the Customer or Sponsor information.

Sponsored Travel Payments

Check No points to Receipt Number: 666554.JAS

Customer points to Customer Name: PEW CHARITABLE TRUSTS

Invoices points to the Applications table

Receipts (NIH) - 1000035

Receipt Number	666554.JAS	Receipt Type	Cash
Currency	USD	Receipt Amount	1500.00
Receipt Date	26-JUN-2003	CL Date	02-JUL-2003
Payment Method	SPON TRAV FY04	Document Num	
Status	Cleared	Functional Amount	1500.00
Trans Code			

Applications (NIH) - 666554.JAS

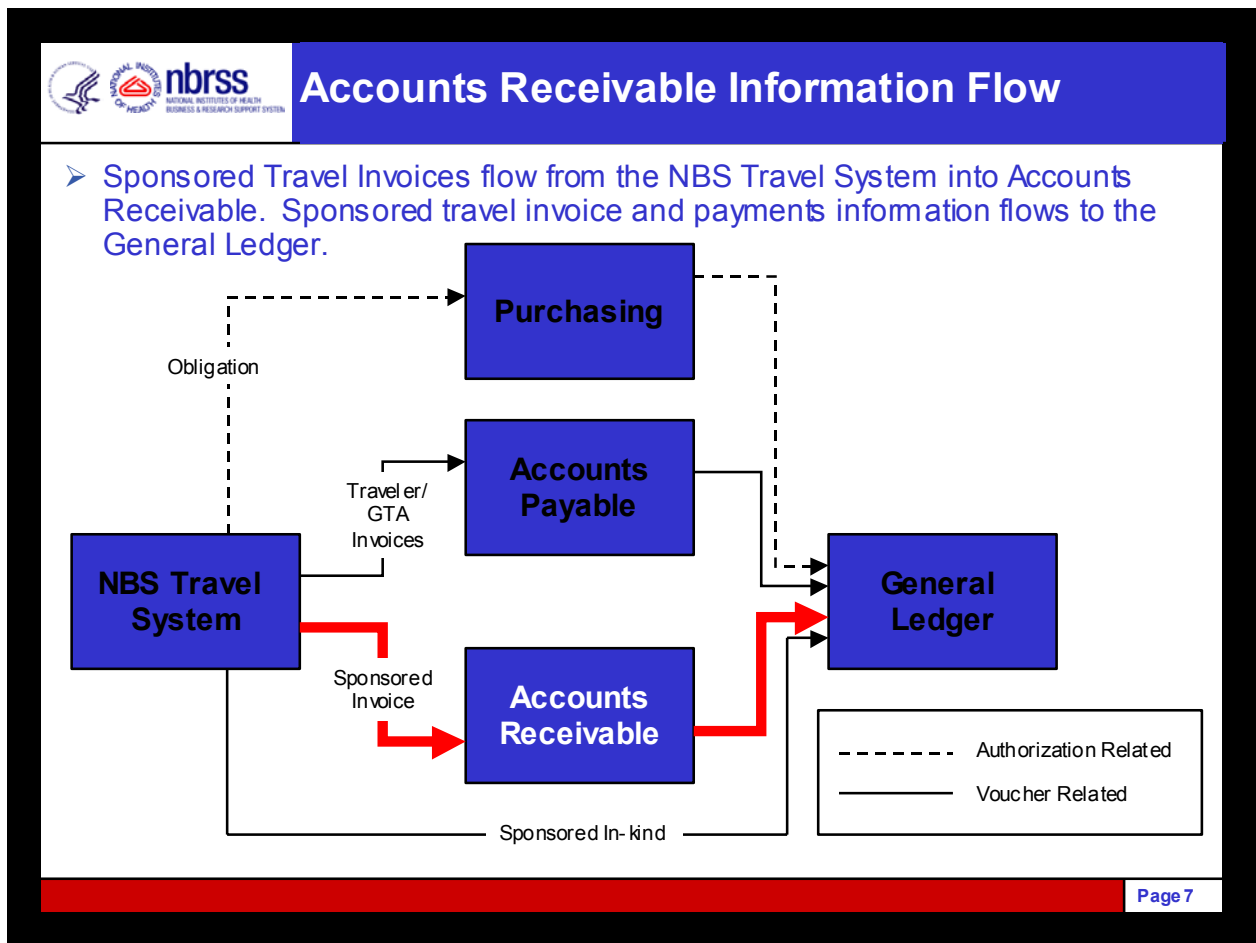
Apply	Saved	Apply To	Installment	Trans Currency	Amount Applied	Discount	Balance
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TR108V-1	1	USD	500.00	0.00	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TR108V-5	1	USD	1000.00	0.00	

Page 6

Accounts Receivable receipts record the payment of cash to the NIH.

- Sponsor payments are entered and applied to outstanding invoices
- The Cashiers will do the initial entry of the receipts
- The General Ledger Branch is responsible for applying receipts to outstanding invoices

Accounts Receivable Information Flow



The emphasized arrows indicate the flow of information related to Sponsored In-Cash Travel

Lesson Summary



Lesson Summary

After this lesson you learned:

- What Accounts Receivable functionality is being used in Track 2
- The Accounts Receivable activities related to Sponsored Travel

Sponsored Travel Transactions

Chapter 4

Sponsored Travel Transactions



Sponsored Travel Transactions

Track 2 End User Training
Revised January 15, 2004

Lesson Objectives



Lesson Objectives

After this lesson, you will know how to:

- View sponsored travel invoices
- Process sponsored travel invoice adjustments
- Run reports on sponsored travel transactions

Viewing Sponsored Travel Invoices



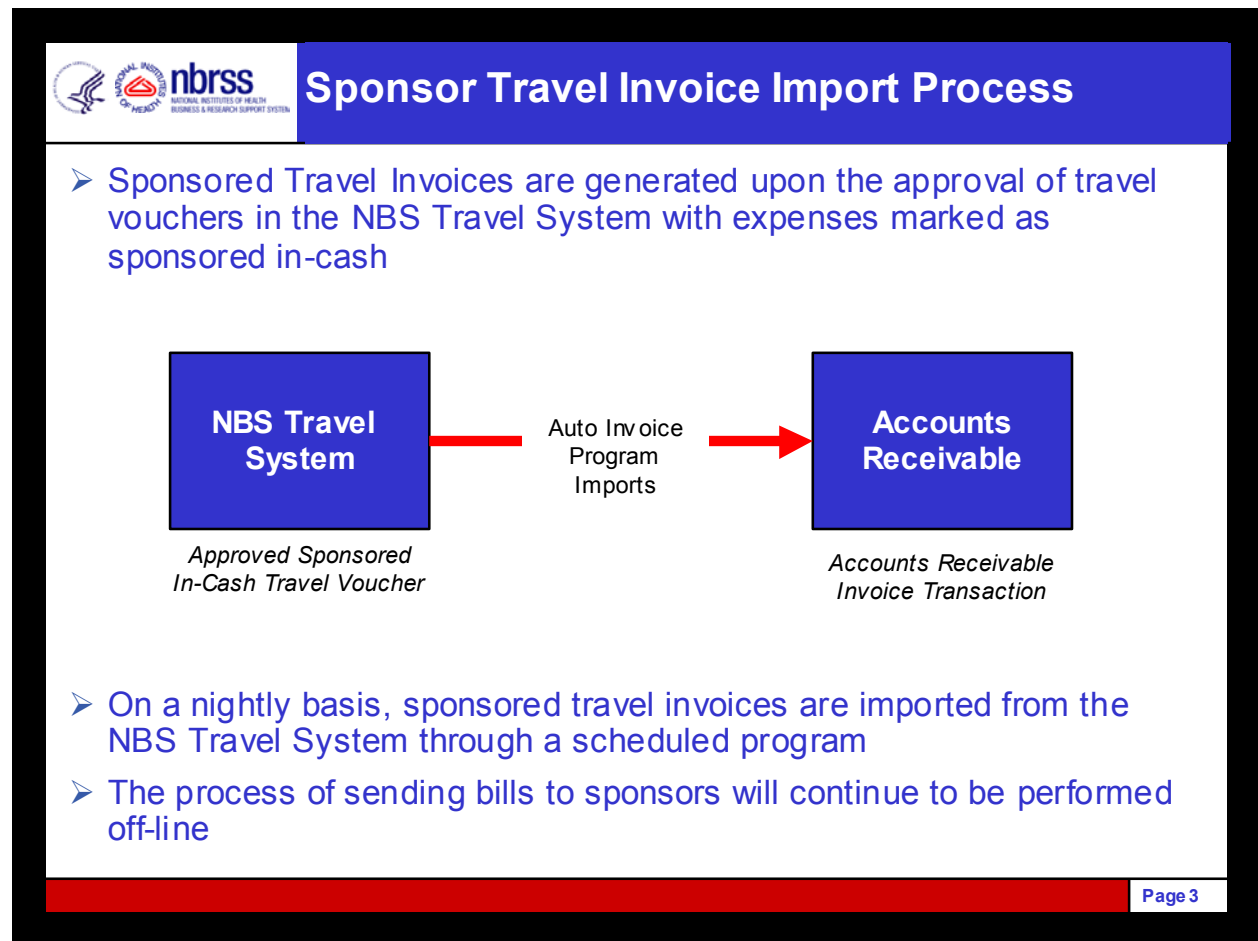
Viewing Sponsored Travel Invoices

After this lesson, you will know how to:

➔ **View sponsored travel invoices**

- Process sponsored travel invoice adjustments
- Run reports on sponsored travel transactions

Sponsor Travel Invoice Import Process



The scheduled program is called "AutoInvoice"

The NBS Management Center maintains the autoinvoice schedule and is responsible for monitoring its execution

Viewing Sponsored Travel Invoices

Viewing Sponsored Travel Invoices

Use the **Find Transactions** window to locate Sponsored Travel Invoices

Find Transactions (NH)

Main More

Transaction Numbers
Reference Numbers
PO Numbers
Sources
Transaction Dates
Batches
Transaction Types
Document Numbers
Sales Order Number
Class

Clear New Find

GI Dates
Currency
Complete
Primary Salesperson
Credited Transaction
Ship To
Name
Number
Taxpayer ID
Bill To
Name
Number
Taxpayer ID

Clear New Find

Page 4

Steps to search for Sponsored Travel Invoices

- Navigate to N > Transactions > Transaction Summary
- Select the **Find** button from the Application toolbar

Result: The **Find Transactions** window is displayed

- Enter your search criteria on the Main and More tabs.



Note: Fields on which to search include:

- **Transaction Numbers** (Travel Voucher Number in NBS Travel System)
- **Transaction Dates** (Dates the invoices were generated)
- **Bill To Name** (Customer Name)

- Select the **Find** button.


Result: The query results are displayed on the **Transaction Summary** screen

Search Results Displayed on Transaction Summary Screen

**nbrss**
NATIONAL INSTITUTE OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Search Results Displayed on Transaction Summary Screen

Your search results are displayed in the **Transaction Summary** window



Source	Number	Bill To Customer	Class
TRAVEL	TR7V1-1	CARNEGIE MELLON UNIVER	Invoice
TRAVEL	TR9V1-1	AAIP	Invoice
TRAVEL	TR29V1-1	AACC	Invoice

Select the **Open** button to view the invoice in the **Transactions** window

Page 5

You may use the horizontal scroll bar to view additional fields.

You may use the vertical scroll bar to view additional records

You may select the **Open** button to view the invoice in the **Transactions** window.

Sponsored Travel Invoices



Travel Voucher Number

Sponsor Information

Select the buttons to view additional invoice information

- The **Transaction Number** in Accounts Receivable will be equal to the Travel Voucher number in the NBS Travel System appended by a dash and a sequential number. For example, if a sponsored travel document contained two different vouchers, the first AR invoice would be number TR123V-1, the second AR invoice would be TR123V-2.
- The **Date** field will display the date the invoice was generated.
- The **Source** will always be **Travel**
- The **Class** of transaction is **Invoice**
- The sponsor's name and address as entered in the customer table will be displayed in the **Bill To** block
- The terms of Sponsored Travel Invoices will be 30 Net. The due date is automatically calculated and is equal to 30 days after the transaction date

Transaction Lines

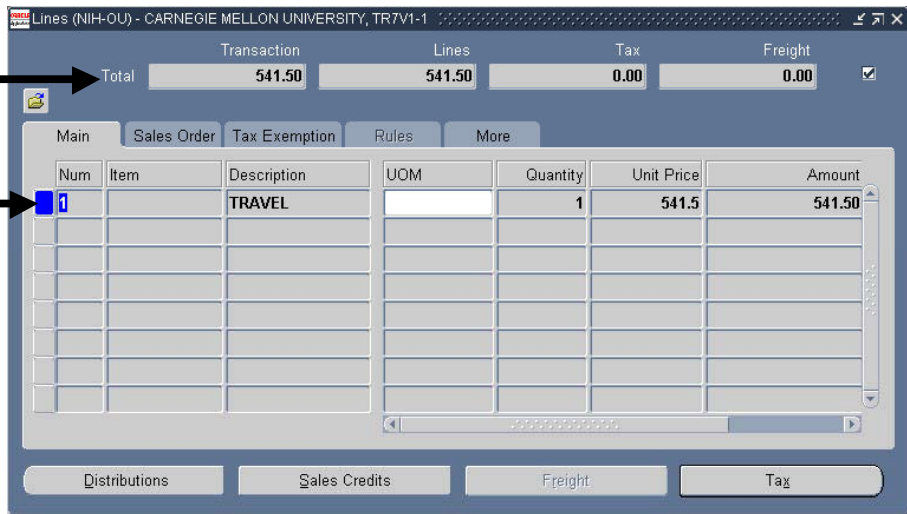


Transaction Lines

Selecting the **Lines** button on the **Transactions** window will display the invoice line items

Invoice Amount

Invoice Line





Transaction	Lines	Tax	Freight
541.50	541.50	0.00	0.00

Num	Item	Description	UOM	Quantity	Unit Price	Amount
1		TRAVEL		1	541.5	541.50

Distributions Sales Credits Freight Tag

Generally, each sponsored travel invoice will have a single invoice line, which is equal to the amount of the invoice. The NIH does not use the **Tax** and **Freight** functionality for sponsored travel invoices.

Transaction Balances

**Transaction Balances**

Selecting the **Balances** button on the **Transactions** window will display the current balances on the invoice

Balances (NIH-OU) - CARNEGIE MELLON UNIVERSITY, TR7V1-1

☐ Entered Currency ☒ Functional Currency Currency **USD**

	Line	Tax	Freight	Charges	Total
Original	541.50	0.00	0.00		541.50
Receipts	380.00-	0.00	0.00	0.00	380.00-
Credits	0.00	0.00	0.00		0.00
Adjustments	30.00-	0.00	0.00	0.00	30.00-
Discount	0.00	0.00	0.00		0.00
Balance	131.50	0.00	0.00	0.00	131.50

Original Invoice Amount

Total Receipts Applied

Total Adjustments

Current Invoice Balance

Page 8

Totals on the **Balances** screen have the following relationships:

Original = Original Invoice Amounts

Receipts = Total receipts applied to the invoice

Credits = Total credits applied to invoice (Functionality not being used in Track 2)

Adjustments = Total adjustments made to the invoice (to be discussed later in the chapter)

Discounts = Functionality not being used in Track 2

Balance = Current invoice balance due

Transaction Distributions



Transaction Distributions

Selecting the **Distributions** button on the **Transactions** window will display the transaction accounting information

**Receivable
Transaction**

Transaction Line	Detail Line Number	Class	GL Account	GL Date	%	Amount
		Receivable	08029020041RA0.2004.01.3100.	01-SEP-2003	100.0000	541.50
1		Revenue	08029020041RA0.2004.01.3100.	01-SEP-2003	100.0000	541.50

**Revenue
Recognition**

Finding and Viewing Transactions

Purpose

The purpose of this document is to describe how to search for transactions and view transaction data in Accounts Receivable.

NIH Receivables Transaction User

N > Transaction > Transaction Summary

Transaction Summary

Source	Number	Bill To Customer	Class

1. Select the  **Find** button on the application toolbar.

Result: The **Find Transaction** window is displayed.

Find Transactions (NIH)

Main More

Transaction Numbers

Reference Numbers

PO Numbers

Sources

Transaction Dates

Batches

Transaction Types

Document Numbers

Sales Order Number

Class

Clear New Find

2. Enter search criteria in the **Main** region tab as described below:

Field	Description
Transaction Number Range	Enter the transaction number range. If searching for one invoice, enter the same value in the low and high transaction number fields
Reference Number Range	Enter a reference number range. This may be an invoice number
PO Number Range	Enter a PO number range
Source Range	Enter a source range
Transaction Date Range	Enter a transaction date range. This is the date of the invoice, credit memo, or debit memo.
Batches Range	Enter a transaction batch name range
Transaction Types Range	Enter a transaction type range
Document Number Ranges	Currently not being used
Sales Order Number	Currently not being used
Class	Select a value from the drop down list

3. Select the **More** region tab and enter additional search criteria as described below:

Field	Description
GL Dates	Enter a GL date range
Period	Select a period from the LOV
Currency	Enter USD
Primary Salesperson	Currently not being used
Complete	Select Yes or No from the drop down menu
Credited Transaction	Enter an invoice number for a credit transaction
Ship To: Name	Enter the Ship To customer name (Currently not being used)
Ship To: Number	Enter the Ship To customer number (Currently not being used)
Ship To: Taxpayer ID	Enter the Ship To customer taxpayer ID (Currently not being used)
Bill To: Name	Select the Bill To customer name from the LOV <u>Note:</u> This is the preferred way to search for transactions for a given customer.
Bill To: Number	Select the Bill To customer number from the LOV
Bill To: Taxpayer ID	Currently not being used.

Notes:

- The more specific search criteria you enter, the faster the search will complete.
- At least one search criterion should be used.

4. Select the **Find** button.

Result: The **Transaction Summary** window displays your search results.

Transactions Summary (NIH-OU) - CARNEGIE MELLON UNIVERSITY, TR7V1-1

Source	Number	Bill To Customer	Class
TRAVEL	TR7V1-1	CARNEGIE MELLON UNIVER	Invoice
TRAVEL	TR9V1-1	AAIP	Invoice
TRAVEL	TR29V1-1	AACC	Invoice

Applications Adjust Credit Copy To Incomplete

Installments Overview New Open

- Place your cursor in the line of the transaction you would like to review and select the **Open** button.

Result: The **Transaction** window is displayed.

Note: The transaction amount is listed in the **Transaction Total** field.

7. Close the **Lines** window.
8. Select the **Distributions** button to view the accounting distribution for the transaction.

Example:

Transaction Line	Detail Line Number	Class	GL Account	GL Date	%	Amount []
		Receivable	08029020041RA0.2004.01.3100.	01-SEP-2003	100.0000	541.50 11
1		Revenue	08029020041RA0.2004.01.3100.	01-SEP-2003	100.0000	541.50 11

GL Posted Date: 01-SEP-2003 Comments:


Description: 0290 NIDCD 2004 ANNL REIM.2004.GENERAL.NIDCD.HN32 NIDCD DIR DIV INTRAM.INTERN

Tax Account:

Description:

Transaction Code:

Line Amount: Accounting Rule:

Note: Place your cursor in the GL Account field and click on the **Edit**  button on the toolbar to view the entire account code.

9. Close the **Distributions** window.
10. Select the **Balances** button to review the balance of the transaction.

Result: The **Balances** window will be displayed.

Balances (NIH-OU) - CARNEGIE MELLON UNIVERSITY, TR7V1-1					
<input type="radio"/> Entered Currency		<input checked="" type="radio"/> Functional Currency		Currency USD	
	Line	Tax	Freight	Charges	Total
Original	541.50	0.00	0.00		541.50
Receipts	380.00-	0.00	0.00	0.00	380.00-
Credits	0.00	0.00	0.00		0.00
Adjustments	30.00-	0.00	0.00	0.00	30.00-
Discount	0.00	0.00	0.00		0.00
Balance	131.50	0.00	0.00	0.00	131.50


Notes:

- The Original line indicates the original transaction amount.
- Receipts will display any receipts that have been applied to the transaction
- Adjustments will display any adjustments made to the transaction.
- Balance will display the current debit or credit balance of the transaction.

11. Close the **Balances** window.


End of activity.

Practice Lab

**nbrss**
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Practice Lab

Lab Time



Page 10

Complete Lab 1: Viewing Sponsored Travel Transactions

Processing Sponsored Travel Invoice Adjustments

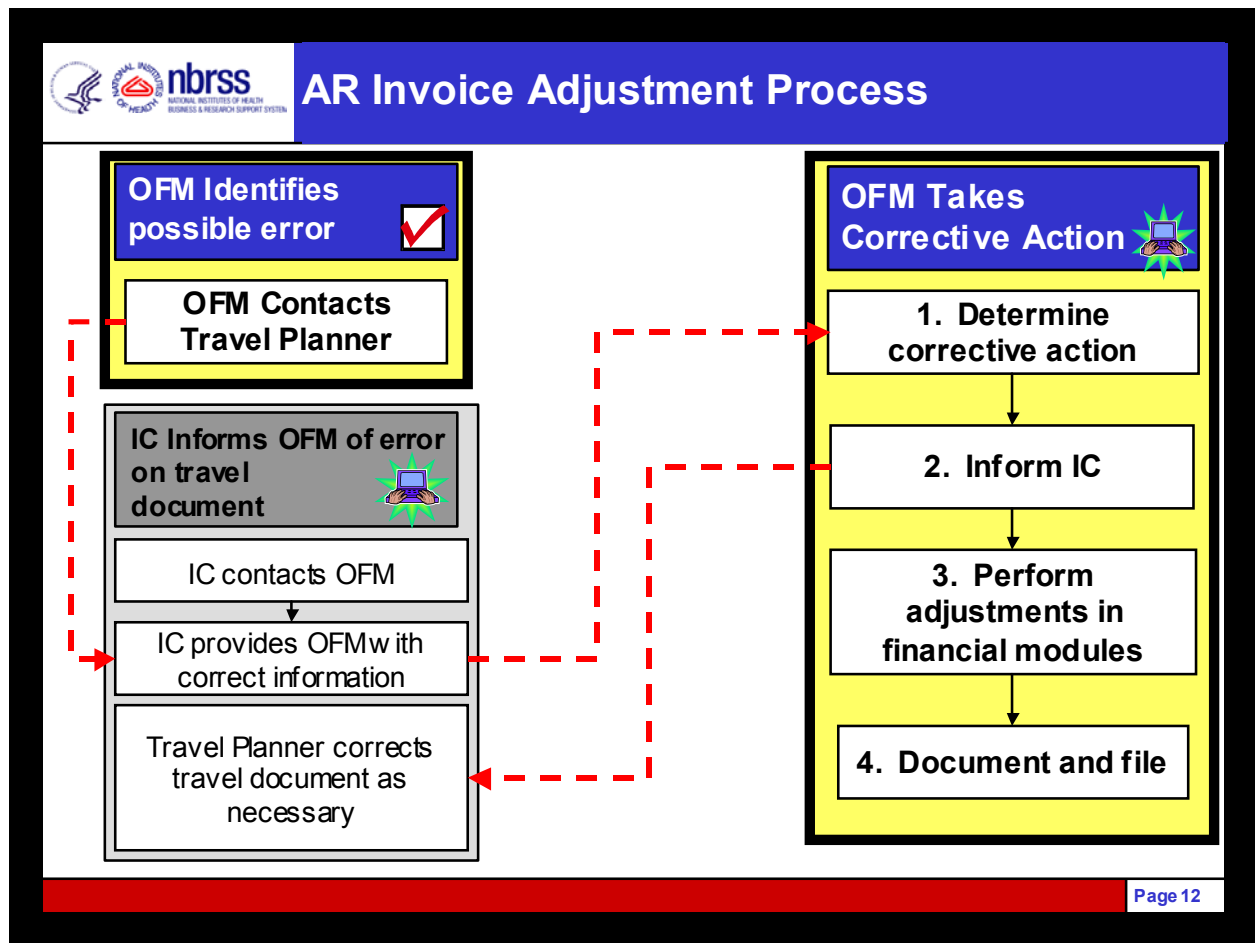


Processing Sponsored Travel Invoice Adjustments

After this lesson, you will know how to:

- View sponsored travel invoices
- **Process sponsored travel invoice adjustments**
- Run reports on sponsored travel transactions

Option 3: Oracle Extension



Errors may be identified by the IC or OFM. OFM most likely will notice the need for an adjustment while reconciling a customer's account.

Determining the corrective action




Determining the corrective action

- OFM must determine the appropriate corrective action based upon the specific details of each situation
- The Travel and General Ledger offices must work together to ensure the correct solution is developed and the appropriate adjustments are made
- Eight scenarios have been identified as the most probable adjustment scenarios
- Use the eight scenarios listed in the upcoming slides to determine the appropriate corrective action

1. Determine corrective action



AR Adjustment Scenarios

**AR Adjustment Scenarios**

1. Determine corrective action



- **Scenario 1:** A Sponsored In-Cash Expense was included on the voucher that should be removed
 - If Sponsor pays the correct amount, enter an AR Adjustment
 - If Sponsor pays the higher amount, either:
 - Apply payment to future invoice
 - Reclassify receipt to miscellaneous receipts
 - Refund amount to sponsor
- **Scenario 2:** Incorrect Accounting was used on a Sponsored In-Cash Travel Expense on the Voucher
 - Enter a manual journal voucher in GL
- **Scenario 3:** Traveler reported a direct expense as Sponsored In-Cash on the travel voucher
 - Enter an AR Adjustment

Page 14



Scenarios 1 – 7 require an adjustment to the AP invoice, either in AP or in the GL.

Scenario 8 requires AP action in the event that a refund to the sponsor is required.

AR Adjustment Scenarios (cont.)

  nhrss <small>NATIONAL INSTITUTES OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM</small>	<h3>AR Adjustment Scenarios (cont.)</h3>
<ul style="list-style-type: none">➤ Scenario 4: Traveler reported a sponsored in-cash expense to a direct project on the travel voucher<ul style="list-style-type: none">▪ Enter a manual journal voucher in GL➤ Scenario 5: Traveler reported a sponsored in-kind expense as a sponsored in-cash expense on the travel voucher<ul style="list-style-type: none">▪ If Sponsor pays the correct amount, enter an AR Adjustment▪ If Sponsor pays the incorrect amount, refund amount to sponsor▪ Enter a manual journal voucher in GL to reverse the in-kind transaction.➤ Scenario 6: Traveler reported a sponsored in-cash expense as a sponsored in-kind expense on the travel voucher<ul style="list-style-type: none">▪ Enter a manual journal voucher in GL to reverse the in-kind transaction.▪ The Travel Planner enters a new voucher for the in-cash amount previously reported in error	<div style="border: 1px solid black; padding: 5px; text-align: center;">1. Determine corrective action</div>
	Page 15

AR Adjustment Scenarios

**nbrss**
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

AR Adjustment Scenarios

➤ **Scenario 7:** Sponsor pays less than expected

- Enter an AR Adjustment

➤ **Scenario 8:** Sponsor pays more than expected

- Apply payment balance to future invoice
- Reclassify receipt to miscellaneous receipts
- Refund amount to sponsor

1. Determine corrective action

Page 16

These are the most common adjustments that the AR group will encounter.

Inform IC of Adjustments



Inform IC of Adjustments



- Once the corrective action has been determined, you should inform the IC of the steps that are required by OFM and the IC
- In addition, if the IC must take corrective action in the NBS Travel System, provide the IC with explicit directions as to the information that should be entered.

2. Inform IC



Page 17

Entering an Adjustment to an AR Invoice



NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Entering an Adjustment to an AR Invoice

➤ Use Adjustments to increase or decrease the amount the customer owes the NIH

AR Invoice
Sponsored Travel
Bill To:
Pew Charitable Trusts
Amount: \$375.50

OR

3. Perform adjustments in financial modules

➤ Based on the scenarios listed on previous slides, we will use adjustments to **Decrease** the invoice amounts.

- **Scenario 1:** A Sponsored In-Cash Expense was included on the voucher that should be removed and the sponsor pays the correct amount
- **Scenario 3:** Traveler reported a direct expense as Sponsored In-Cash on the travel voucher
- **Scenario 5:** Traveler reported a sponsored in-kind expense as a sponsored in-cash expense on the travel voucher and the sponsor pays the correct amount
- **Scenario 7:** Sponsor pays less than expected

Page 18

Entering an AR Invoice Adjustment

NIH Receivables Transactions User

N > Collections > Account Details

Find Account Details

Find Account Details (NIH-OU)

Trans Num ...

Source

Due Date

Days Late

Currency

Sales Order

Sequence

Class

—

—

Status **Open**

Purchase Order

Bill To Customer

Name

Location

Number

Amounts

Original

Balance Due

—

—

1. Enter the appropriate search criteria.

Note: Possible fields to complete include **Trans Number** and **Bill To Customer Name**.

2. Select the **Find** button.

Result: The **Account Details** window displays the results of your search.

Account Details (NIH-OU) - CARNEGIE MELLON UNIVERSITY

Number	Seq	Class	Days Late	Due Date	Currency	Original	Balance
TR7V1-1	1	Invoice	-29	01-OCT-2003	USD	541.50	

	Entered	Functional
Cumulative Balance		
Total Balance	131.50	131.50

Dynning History

Call

Transaction Overview

Details

Dispute History

Adjust

Balances

Activities

- Place your cursor in the invoice line that you want to adjust.
- Select the **Adjust** button.

Result: The **Adjustments** window is displayed.

Adjustments (NIH) - CARNEGIE MELLON UNIVERSITY, TR7V1-1, 1

Installment ☒

	Line	Tax	Freight	Charges	Total
Original	541.50	0.00	0.00		541.50
Balance	131.50	0.00	0.00	0.00	131.50

Adjustments **30.00-** Pending Adjustments **0.00**

Adjustments

Main Account, IDs Comments

Number	Activity Name	Type	Amount	Includes Tax	GL Date	Adjustment Date
1000	Invalid Expen	Line	30.00-	<input type="checkbox"/>	01-SEP-2003	01-SEP-2003
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

5. In the first available line on the **Adjustments: Main** tab, complete the following fields:

Field	Description
Activity Name	Use the LOV to populate the field with <ul style="list-style-type: none"> Invalid Expense if you are entering a negative adjustment; or Increase Receivable if you are entering a positive adjustment.
Type	Select the following from the drop down menu <ul style="list-style-type: none"> Invoice if you want to adjust the entire invoice amount Line if you want to adjust a portion of the invoice amount.
Amount	Enter the amount of the adjustment. <u>Note:</u> For negative adjustments, you must enter a negative sign.
Includes Tax	Currently not used
GL Date	Defaults to the current date. May choose a different date from the LOV .
Adjustment Date	Defaults to the current date. May choose a different date from the LOV .

Example: Below is an example of a completed **Adjustments: Main** tab.

Adjustments (NIH) - CARNEGIE MELLON UNIVERSITY, TR7V1-1, 1

Installment ☒

	Line	Tax	Freight	Charges	Total
Original	541.50	0.00	0.00		541.50
Balance	131.50	0.00	0.00	0.00	131.50

Adjustments **30.00-** Pending Adjustments **0.00**

Adjustments

Main Account, IDs Comments

Number	Activity Name	Type	Amount	Includes Tax		Adjustment Date
				GL Date		
1000	Invalid Expen	Line	30.00-	<input type="checkbox"/>	01-SEP-2003	01-SEP-2003
	Invalid Expen	Invoice	131.50	<input type="checkbox"/>	02-SEP-2003	02-SEP-2003
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		

- Select the **Account, IDs** tab.

Result: The **Account and ID** information is displayed.

Adjustments

Main Account, IDs Comments

Number	GL Account	Document Number	Line	Chargeback Number

Description

Trans Code

- In the **Trans Code** field, select **A310** from the **LOV**.

Note: If you do not select the appropriate transaction code, the accounting information for this adjustment will not be correct.

Example: Below is a sample completed **Account, IDs** tab.

Number	GL Account	Document Number	Line	Chargeback Number
1087				

Description
Trans Code A310

8. Select the **Comments** tab.

Result: The **Comments** fields are displayed.

Number	Reason	Comments	Status
1000			Approved
			Waiting Approval

9. On the **Adjustments: Comments** tab, complete the following fields.

Field	Description
Reason	Select an appropriate reason from the LOV .
Comments	Enter any additional comments you wish to include.
Status	Defaults to Approved . Do not change.

Example: Below is a sample completed **Comments** tab.

Adjustments (NIH) - CARNEGIE MELLON UNIVERSITY, TR7V1-1, 1

Installment ☒

	Line	Tax	Freight	Charges	Total
Original	541.50	0.00	0.00		541.50
Balance	131.50	0.00	0.00	0.00	131.50

Adjustments **30.00-** Pending Adjustments **131.50-**

Adjustments

Main Account, IDs Comments

Number	Reason	Comments	Status
1000			Approved
	Write Off	ERROR ON TRAVEL DOCUMENT	Approved

10. Save the record.

End of activity.

Viewing Adjustments in the Balances Window



Viewing Adjustments in the Balances Window

- After an adjustment is made on an invoice, the amount of the adjustment will be displayed in the **Balances** window for the invoice

3. Perform adjustments in financial modules


Balances (NIH-OU) - AMER. COLL OF PHYSICIANS, TR106V1-1

☐ Entered Currency ☒ Functional Currency Currency: USD

	Line	Tax	Freight	Charges	Total
Original	850.50	0.00	0.00		850.50
Receipts	400.00	0.00	0.00	0.00	400.00
Credits	0.00	0.00	0.00		0.00
Adjustments	450.50	0.00	0.00	0.00	450.50
Discount	0.00	0.00	0.00		0.00
Balance	0.00	0.00	0.00	0.00	0.00


Total Adjustments

Practice Lab

**nbrss**
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Practice Lab


Lab Time



Page 20

Complete Lab 2: Adjusting Sponsored Travel Invoices

Refunding Payments to Sponsors



Refunding Payments to Sponsors

OFM may refund overpayments to the Sponsors.

The following Scenarios may require a refund to the sponsor:

- **Scenario 1:** A Sponsored In-Cash Expense was included on the voucher that should be removed and the sponsor pays the incorrect amount
- **Scenario 5:** Traveler reported a sponsored in-kind expense as a sponsored in-cash expenses on the travel voucher and the sponsor pays the incorrect amount
- **Scenario 8:** Sponsor pays more than expected

3. Perform adjustments in financial modules

Page 21

OFM will decide when it is appropriate to refund amounts to the sponsor on a case-by-case basis.

Entering a Debit Memo



Entering a Debit Memo

- Refunding money to a sponsor is a multi-step process
- NIH Receivables Transaction User is responsible for Step 1

3. Perform adjustments in financial modules

Step 1: NIH Receivables Transaction User enters a Debit Memo in AR for the amount of the refund

Step 2: NIH Receivables Receipt User applies the unapplied receipt amount to the Debit Memo

Step 3: The Government Accounting Department adds the sponsor as a vendor

Step 4: NIH Payables User processes the payment to the Sponsor

Entering a Debit Memo

Purpose

The purpose of this document is to describe how to enter a debit memo in Accounts Receivable to facilitate the refund of overpayments to customers.

NIH Receivables Transaction User

N > Transactions > Transactions

Transactions

Transactions (NIH-OU)

Number Date **27-JAN-2003** ☐ Complete

Reference Currency **USD** Transaction

Source Class

Type GL Date []

Main More Remit To, Sales Paying Customer Notes Commitment Credit

Ship To

Name

Number

Location

Address

Contact

Terms

Due Date

Bill To

Name

Number

Location

Address

Contact

Commitment

Agent

Tax Distributions Sales Credits Balances

Incomplete Freight Credit Installments Line Items

1. In the **Class** field, select **Debit Memo** from the drop down menu.
2. Tab to the **Source** field and use the **LOV** to populate **Manual-Other**.
3. Tab to the **Type** field and use the **LOV** to select **Refund DM FY04**.
4. Revise the **Date** field as necessary.
5. In the **Reference** field, enter the original invoice number.
6. In the **Bill To: Name** field, select the customer's name from the **LOV**.

Result: The remaining address fields default from the customer record.

7. In the **Terms** field, select the appropriate payment terms from the **LOV**.

Example: Below is a sample completed **Transactions** window.

Transactions (NIH-OU) - CARNEGIE MELLON UNIVERSITY, [New]

Number: [] Date: 02-SEP-2003 ☐ Complete
Reference: TR7V-1 Currency: USD Transaction: []
Source: MANUAL-OTHER Class: Debit Memo
Type: Refund DM FY04 GL Date: 02-SEP-2003 []

Main More Remit To, Sales Paying Customer Notes Commitment Credit

Ship To Bill To

Name [] CARNEGIE MELLON UNIVERSITY
Number [] 1203
Location [] BILL_TO 186
Address [] 4400 FIFTH AVENUE
[]
PITTSBURGH, PA 15213-3890 United States
Contact []

Terms: 30 NET Commitment: []
Due Date: 02-OCT-2003 Agent: []

Tax Distributions Sales Credits Balances
Incomplete Freight Credit Installments Line Items

8. Select the **Line Items** button.

Result: The **Lines** window is displayed.

Lines (NIH-OU) - CARNEGIE MELLON UNIVERSITY, 10020

Transaction		Lines	Tax	Freight
Total	0.00	0.00	0.00	0.00

Main Sales Order Tax Exemption Rules More

Num	Item	Description	UOM	Quantity	Unit Price	Amount
1						

Distributions Sales Credits Freight Tax

9. In the **Description** field, enter a description of the debit memo.

Example: Refund of overpayment

10. In the **Quantity** field, enter the quantity of the line.

Note: If you use a quantity of one, then enter the total amount of the debit memo in the **Unit Price** field. The **Amount** field will be calculated automatically by multiplying the values in the **Quantity** and **Unit Price** fields.

11. In the **Unit Price** field, enter the unit price of the charge and press the **Tab** key.

Result: The **Amount** field will be populated.

Example: Below is a sample completed **Lines** window.

13. Select the **Complete** button.

Result: The fields turn gray and the **Complete** checkbox is enabled.

Transactions (NIH-OU) - CARNEGIE MELLON UNIVERSITY, 10020

Number: 10020 Date: 02-SEP-2003 ☒ Complete

Reference: TR7V-1 Currency: USD Transaction: ☐

Source: MANUAL-OTHER Class: Debit Memo

Type: Refund DM FY04 GL Date: 02-SEP-2003 []

Main More Remit To, Sales Paying Customer Notes Commitment Credit

Ship To

Name:

Number:

Location:

Address:

Contact:

Terms: 30 NET

Due Date: 02-OCT-2003

Commitment:

Agent:

Bill To

CARNEGIE MELLON UNIVERSITY

1203

BILL_TO 186

4400 FIFTH AVENUE


PITTSBURGH, PA 15213-3890 United States

Tax Distributions Sales Credits Balances


Incomplete Freight Credit Installments Line Items

End of activity.

Practice Lab

**Practice Lab**

Lab Time



Page 23

Complete Lab 3: Entering Debit Memos

AR Transactions Reports



AR Transactions Reports

After this lesson, you will know how to:

- View sponsored travel invoices
- Process sponsored travel invoice adjustments

→ Run reports on sponsored travel transactions



Accounts Receivable Reports




Accounts Receivable Reports

- Oracle Financial Applications provides standard reports to help an organization analyze and manage their receivables.
- We will review the following selected reports that may be helpful while working with AR Transactions:
 - Transaction Detail Report
 - Adjustment Register
 - Billing and Receipt History
 - Account Status Report
 - Aging Report

Transaction Detail Report

  nbrss <small>NATIONAL INSTITUTES OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM</small>	Transaction Detail Report	
<u>Description:</u>	Displays information on transactions in accounts receivable, including invoices and debit memos	
<u>Purpose:</u>	To review AR transaction information for a specific time period or customer	
<u>Frequency:</u>	As needed	
<div data-bbox="253 852 1341 1041" style="border: 1px solid black; padding: 10px;"><p>NIH Receivables Transaction User</p><p>N > Reports > Listing</p><p>Submit a New Request</p></div>		
		Page 26

Transaction Detail Report



Transaction Detail Report

Transaction Detail Report Parameters:

Parameters

Transaction Number Low

Transaction Number High

Transaction Class

OK

Cancel

Clear

Help


Page 27

Report Parameters

Transaction Number Range: Enter a transaction number range. Enter the beginning value in the **Transaction Number Low** field. Enter the ending value in the **Transaction Number High** field. The report will display all transactions that fall within that range

Transaction Class: Select a transaction class from the **LOV**. Example, select **Invoices** to review all invoices. Select **Debit Memos** to view all debit memos created to facilitate a refund to a sponsor.

Adjustment Register

 nbrss <small>NATIONAL INSTITUTES OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM</small>	<h3>Adjustment Register</h3>
<u>Description:</u>	Displays information on approved adjustments by document number
<u>Purpose:</u>	To review AR adjustment activity
<u>Frequency:</u>	As needed
<p>NIH Receivables Transaction User</p> <p>N > Reports > Listing</p> <p>Submit a New Request</p>	
Page 28	

Adjustment Register

Adjustment Register Parameters:

Attribute Set: **DEFAULT** (Default)

GL Date Low:

GL Date High:

Transaction Date Low:

Transaction Date High:

Due Date Low:

Due Date High:

Invoice Type Low:

Invoice Type High:

Adjustment Type Low:

Adjustment Type High:

Currency Code Low:

Currency Code High:

Company Segment Low:

Company Segment High:

Adjustment Account Low:

Adjustment Account High:

Document Sequence Name:

Document Sequence Number From:

Document Sequence Number To:

OK Cancel Clear Help

Page 29

Selected Report Parameters

GL Date Range: Enter the GL date range of the adjustment



Transaction Date Range: Enter the Transaction Date range

Due Date Range: Enter a range of due dates for the transactions

Invoice Type Range: Enter the invoice type range. For one type, enter the same value in each field

Adjustment Type Range: Enter the adjustment type range. For one type, enter the same value in each field

Billing and Receipt History Report

**nhrss**
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Billing and Receipt History Report

Description: Displays information about AR transactions in a given date range and the receipts that have been applied to those invoices

Purpose: To review AR transaction and receipt activity for a given time period or customer

Frequency: As needed


NIH Receivables Transaction User

N > Reports > Collections

Submit a New Request

Page 30

Billing and Receipt History Report



Billing and Receipt History Report

Billing and Receipt History Report Parameters:

Parameters

Customer Name Low	
Customer Name High	
Customer Number Low	
Customer Number High	
Invoice Number Low	
Invoice Number High	
Invoice Amount Low	
Invoice Amount High	
Balance Due Low	
Balance Due High	
Transaction Date Low	
Transaction Date High	
Account Status Low	
Account Status High	

OK Cancel Clear Help

Page 31

Selected Report Parameters

Customer Name Range: Select a customer range from the **LOV**.

Customer Number Range: Select a customer range from the **LOV**.

Invoice Number Range: Select an invoice number range from the **LOV**.

Invoice Amount Range: Select an invoice amount range from the **LOV**.

Balance Due Range: Select a balance due range from the **LOV**.

Transaction Date Range: Select a transaction date range from the **LOV**.

Account Status Range: Select an account status range from the **LOV**.

For all range fields, if you want the report to run for a single value, enter the same value in the low and high fields.

Account Status Report



Account Status Report

Description: Displays open items and balance due for each customer

Purpose: To review customer account status and open items


Frequency: As needed

NIH Receivables Transaction User

N > Reports > Collections

Submit a New Request

Account Status Report

**Account Status Report**

Account Status Report Parameters:

Parameters

Order By

Customer

Account Status Low

Account Status High

Collector Low

Collector High

Customer Name Low

Customer Name High

Customer Number Low

Customer Number High

OK

Cancel

Clear

Help

Page 33

Report Parameters

Account Status Range: Select the account status range from the **LOV**

Collector: Do not use

Customer Name Range: Select a customer name range from the **LOV**

Customer Number Range: Select a customer number range from the **LOV**

Aged Trial Balance – 4 Buckets Report



Aged Trial Balance – 4 Buckets Report

Description: Displays information on transactions and receipts in accounts payable for your customers

Purpose: To review the current status of a customer's account



Frequency: As needed

NIH Receivables Transaction User

N > Reports > Collections

Submit a New Request

Aged Trial Balance – 4 Buckets Report

**nhrss**
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Aged Trial Balance – 4 Buckets Report

Aged Trial Balance – 4 Buckets Report Parameters:

Parameters

Reporting Level

Operating Unit

Reporting Context

NIH-OU

Order By

Report Summary

Report Format

As Of Date

06-SEP-2003

Aging Bucket Name

Show On Account

Age

Balance Due Low

Balance Due High

Invoice Type Low

Invoice Type High

Currency

Company Segment Low

Company Segment High

Customer Name Low

Customer Name High

OK

Cancel

Clear

Help

Page 35

Selected Report Parameters

Order By: Use the **LOV** to select the order in which you want the information displayed.

Report Summary: User the **LOV** to select the summary type


Report Format: Select Brief or Detailed from the **LOV**

As of Date: Enter the date as of which you want the information to display.

Bucket Name: Use the **LOV** to populate **Collections**


Show on Account: Select Summarize or Age from the **LOV**

Practice Lab

**nbrss**
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Practice Lab

Lab Time



Page 36

Complete Lab 4: Submitting AR Reports

Lesson Summary



Lesson Summary

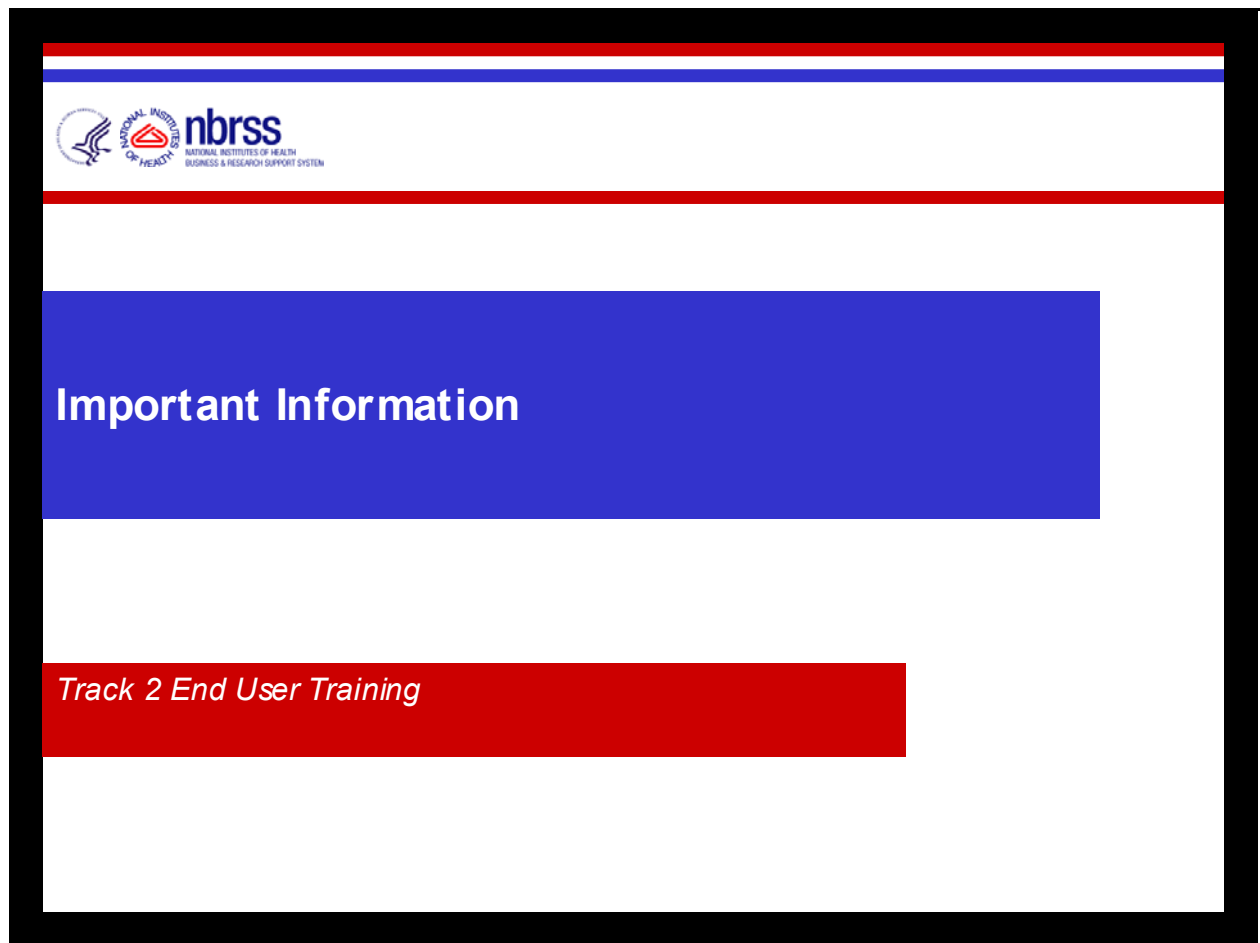
After this lesson, you learned how to:

- View sponsored travel invoices
- Process sponsored travel invoice adjustments
- Run reports on sponsored travel transactions

Important Information

Chapter 5

Important Information



The slide features a white background with a black border. At the top left is the Nabrss logo, which includes a circular emblem with a stylized 'N' and the text 'NATIONAL INSTITUTES OF HEALTH BUSINESS & RESEARCH SUPPORT SYSTEM'. Below the logo is a large blue rectangular box containing the text 'Important Information' in white. At the bottom left is a red rectangular box containing the text 'Track 2 End User Training' in white. The slide is decorated with horizontal stripes: a red stripe at the top, followed by a blue stripe, and another red stripe below the blue box.

Important Information

Track 2 End User Training

Initial Oracle Set Up Required




Initial Oracle Set Up Required

The first time you log into the NBS, you will be required to:

- Download Oracle J-Initiator and
- Update your internet browser security settings

Refer to the technical guidance provided on the NBS
Technical website: <http://nbs.nih.gov/technical.html>

NBS Travel Support Resources



**nbrss**
NATIONAL INSTITUTE OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

NBS Travel Support Resources


- **NBS Travel Web links available 24/7**
 - NBS Oracle Online Help and Reference: <http://nbs.nih.gov/training.html>
- **NIH Portal Support**
 - Phone NIH Help Desk at 6-HELP (301.496.4357)
 - Portal website address: <http://my.nih.gov>
- **NBS Customer Support**
 - Phone: Call 5-NBS7 (301.435.6277)
 - E-mail: Send e-mail to tasc@NIH.gov
 - Web Request for Support: Submit to: <http://support.dit.nih.gov>
- **nVision**
 - nVision is an evolution of the NIH Data Warehouse, and it is the new reporting system designed to work in concert with the NBS. nVision is a business intelligence system that delivers NIH-defined standard reports and facilitates the development of user-created ad hoc reports to support decision-making and analysis. The first NBS module to be supported by nVision is Travel.
 - E-mail: Send e-mail to nVisionSupport@nih.gov
 - Web Site for information: <http://nvision.nih.gov>

Page 2

Contacting NBS Customer Support

**nbrss**
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Contacting NBS Customer Support




- Phone: Call 6-HELP (301.496.4357)
- E-mail: Send e-mail to helpdesk@NIH.gov
- Web Request for Support: Submit to: <http://support.cit.nih.gov>

Provide the following information to help facilitate issue resolution:

- ✓ Oracle Responsibility Name
- ✓ What are you trying to accomplish
- ✓ The title of the window in which you are located
- ✓ A description of the problem that includes the exact error message you receive and where the error message is located
- ✓ A description of what steps you took prior to receiving the error, including the exact traveler name, invoice number, etc that you were trying to process
- ✓ What happens if you try to proceed
- ✓ The impact of the error on your work and when you need it to be resolved
- ✓ Who to contact in the event that you are not available

Page 3

Evaluation

**Evaluation**


**Please take a moment to complete the
on-line training evaluation**

www.surveymonkey.com/s.asp?u=44111257699

Your comments are important to us!

Page 4

Good Luck

**nbrss**
NATIONAL INSTITUTES OF HEALTH
BUSINESS & RESEARCH SUPPORT SYSTEM

Good Luck

Good Luck!

Page 5

